

# Constitution of the Black Student Union

## PREAMBLE

We, the members of the Black Student Union of Clarion University of Pennsylvania do hereby establish this Constitution in order to enhance cultural awareness, political awareness, social events, and to provide support for the students and the community.

## ARTICLE I- NAME

**Section 1:** The name of the organization shall be the Clarion Black Student Union.

## ARTICLE II- MEMBERSHIP

**Section I:** The Clarion Black Student Union is open to all Clarion University students, faculty, and staff who are interested in and concerned with maintaining an academic, social, cultural and political environment for the African-American students. This organization is open to all students regardless of age, race, creed or religion, color, handicap, sex, national origin, ancestry, sexual orientation, or political affiliation. Students who attend events held by the Black Student Union

**Section II:** Official members of the Black Student Union will:

1. The right to vote in any general body meeting.
2. The right to be recognized in the general body meeting.
3. Complete 2 hours of community service per month
4. Complete 2 hours of study in the library or office

**Section III:** general members are not required but encouraged to attend meeting, events, community service, etc.

## ARTICLE III- EXECUTIVE BOARD

**Section I:** The executive board shall be the governing body of the Black Student Union and shall consist of the:

1. **President**-shall preside over all meetings of the Black Student Union and Executive Board. The President shall present any arising situations to the Black Student Union. The president shall be the keeper of the BSU Constitution and Bylaws, responsible for recruiting new members, and aiding in the transition of new members. The term of the President will be subject to the Executive Board and may be reelected for another term. The president will also be subject to impeachment (for good reasons).
2. **Vice President**- shall assist in all duties of the President and shall assume the offices and the duties of the President in case of absence.

The Vice President shall maintain close contact with executive members and make sure all duties are being fulfilled.

3. **Treasurer**- shall be responsible for all financial correspondence pertaining to the Black Student Union. The treasurer shall report financial records at all meetings. The treasurer shall also represent the Black Student Union at budget and financial hearings.
4. **Secretary**- shall record all minutes and prepare agendas at all General Body and Executive Board meetings. The secretary shall keep records of attendance at all Black Student Union General Body meetings. The secretary shall keep all files, calendars, and correspondents of the Black Student Union. The Secretary shall maintain office supply, forms and documents needed by the members.
5. **Parliamentary/Political Action Chair**- shall maintain order in all meetings and the general assembly following Roberts Rule of Order. The chair will hold a workshop for all new executive members after elections, keep records of members during meetings and take action when meetings are out of control. The Parliamentary/Political Action chair shall present any arising political issues to the Black Student Union.
6. **Programs Coordinator Chair**- shall chair a committee of members. The Programs Chair shall coordinate programming to the Black Student Union. He or she shall communicate programs that have been approved to the public relations chair, social committee chair, and any other relevant parties to insure the success of the program.
7. **Public Relations Chair**- shall insure that all events are publicized. The PR Chair is also responsible for documenting all Black Student Union activities and events, These may entail the following:
  - a. Black Student Union Newsletter
  - b. Web Presence- shall be responsible for posting information on the internet
  - c. Historian- shall be responsible for documenting Black Student Union history within the school year. Through photo albums, written documents, and any other dean fit.
8. **Social Committee/ Community Service Chair**- shall chair a committee of members. The Social Committee/ Community Service Chair shall also be responsible for working closely with the Programs Chair to insure the success of all programs. The Social Committee/ Community Service Chair shall find volunteer activities for the Black Student Union

**Section II:** All executive board members of the Clarion Black Student Union must have a cumulative grade point average of 2.3 at the beginning of their year starting on the board. Each member must maintain the 2.3 during the year in office. Other qualifications are as follows:

1. Candidates for President and Vice President must be enrolled at Clarion University for at least (2) semesters and have (1) semester active on the Black Student Union

- Executive Board. The President and Vice President shall have a cumulative grade point average of 2.3 or better in order to hold the position by the beginning of their serving term.
2. Candidates for Treasurer and Secretary must be enrolled at Clarion University and maintain a cumulative grade point average of 2.3 by the beginning of their serving term on the board.
  3. All other positions can filled by any student as long as they have a cumulative grade point average of 2.3 or better by the beginning of their serving term on the board.
  4. Any executive board member falling no more than .2 below the required cumulative grade point average may on a probationary basis and upon written appeal to the advisor keep their elected position until the effected semester midterm under the following conditions.
    - i. The executive board member must show certified evidence (as stipulated by the advisor) that the required grade point average will be met by the term's end.
    - ii. The advisor may also require the executive board member receive academic support, tutoring, required study hall hours or other measures to insure academic success.
    - iii. If the executive board member fails to meet the criteria set forth in this section he or she will be immediately removed from office and a replacement will be decided upon by the remaining active executive board members.

**Section III:** All qualified Executive Board applicant who wish to hold office will prepare speeches for the General Body. Elections will be held in March or April. Any candidates receiving a majority of votes from the General Body present will in high consideration and completing the first part of the election process. After the General Body votes, the current executive board members vote on the new members after discussing with the board and evaluating the General Body votes. An executive decision may be held only in the event of a tie. All elected officers must attend a workshop to prepare for their one year term of office.

**Section IV:** Newly elected Executive Board Members shall be installed no later than the last meeting of the General Body in March or April of the spring semester.

**Section V:** Vacancies for Executive members within the academic year shall be filled through appointment by the current President with approval of the majority of the Executive Board.

## **ARTICLE IV- MEETINGS**

**Section I:** All meetings held by the Black Student Union will follow Roberts Rule of Order.

**Section II:** Meetings shall run no longer than hour and fifteen minutes, unless the board votes on an extension. In executive meetings, at the hour and fifteen minute mark, any board does have the obligation to leave.

**Section III:** The Executive Board shall have executive meetings once or every other week. The President shall call specials meetings.

**Section IV:** General Body meetings will be held at least twice a month.

**Section V:** A quorum for the Executive Board shall consist of a majority of Executive Board members present with a minimum of five officers.

## **ARTICLE V- REMOVAL OF EXECUTIVE BOARD MEMBERS**

### **Section I: Resignation**

Any office resigning must submit their resignation in writing. All diligence should be made to give the Executive Board two weeks notice.

### **Section II: Impeachment**

Any member found in violation of any section of the Constitution and Bylaws, and/or found in any violation that severely compromises the operations and integrity of the Black Student Union must appear before the Executive Board for review

1. In the event violations have been proven through the review process, a motion for impeachment shall be presented by the President and voted on by the Executive Board.
2. A (2/3) vote of the executive board members is needed to remove an Executive Board Officer.

## **ARTICLE VI- FINANCES**

**Section I:** Funds for the organization will be supplied by the Student Senate of Clarion University of Pennsylvania. The budget shall be solely used for the benefit of the organization and not individuals.

## **ARTICLE VII- AMENDMENTS**

**Section I:** The power to present plans, amend or repeal any section of the Constitution rests in the Executive Board. Actions to amend or repeal the Constitution must be approved by two thirds 2/3 votes of the General Body.

## **ARTICLE VIII- RATIFICATION**

The Constitution may hereby be ratified by the majority of members present at the designated General Body.

## **ARTICLE XI- BYLAWS**

**Title I:** Executive Board Members shall be present and on time to all meetings. An Executive Board Officer shall notify the Vice President before the event/meeting of an absence. 48 hours before the event/meeting of an absence.

**Title II:** Any absence of an Executive Board member will only be excused by two-thirds (2/3) vote of the Executive Board members. Excuses included but not limited too medical emergency, class, and work. All excuses must be in writing and sent to advisor and/or president 3 days prior to schedule meeting or event.

**Title III:** All Executive Board Members shall hold office hours. The amount of time shall be no less than 5 hours per week.

**Title IV:** Unexcused absences, tardiness, leaving meetings and events before or after they have concluded unless excused by Executive Board Members will result in one single strike. If any Executive Board Member has over 3 strikes they stand ground to removal from executive board or probationary period.

## **ARTICLE XI- DATE OF CONSTITUTION**

The Constitution should be reviewed and updated every three (2) years. (November 2018)